

# BLACKBOARD ULTRA

[www.learn.bu.edu](http://www.learn.bu.edu)



This documentation curates information on Blackboard Ultra features based on case uses from Questrom faculty.

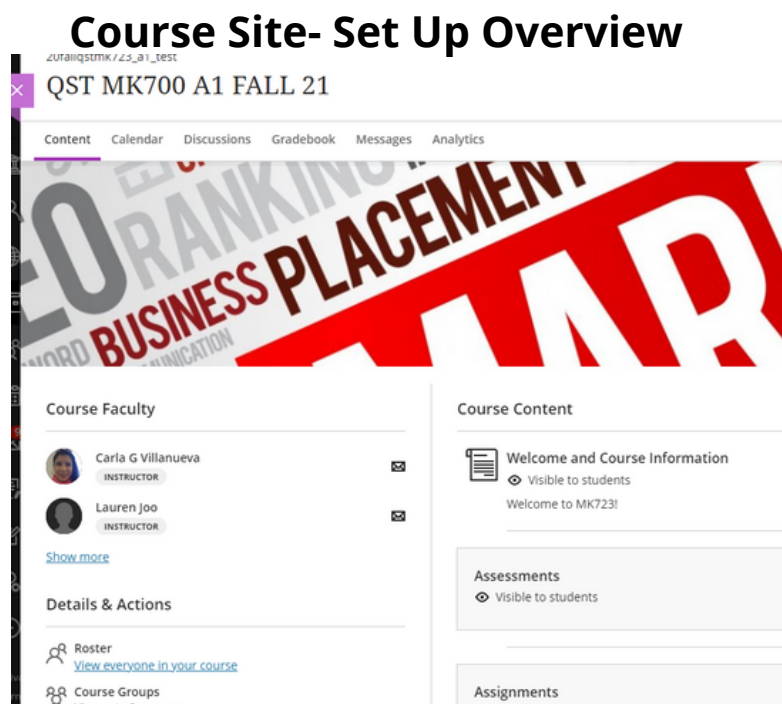
## **Topics Covered:**

- Course Site Overview
- Course Site Features
- Getting Started Check List
- Course Site Features
- Course Content
- Welcome/Course Overview/ Syllabus
- Resources
- Assignments
- Announcements
- Assessments
- Assessment Settings
- Gradebook
- Feedback
- Creating and Managing Groups

# BLACKBOARD ULTRA: COURSE SITE OVEVIEW

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**Blackboard Ultra** is a view that enables students to view a deconstructed set of course content. By organizing course sites with this recommended organization structure, faculty can create a standardized approach to helping students navigate and complete course work, view resources, and take assessments.



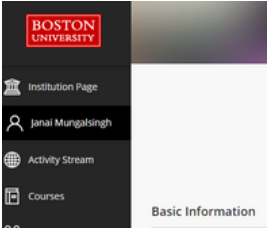
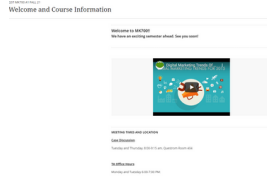
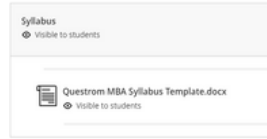
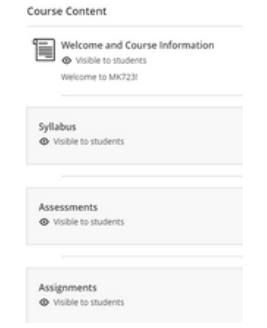
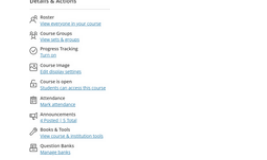
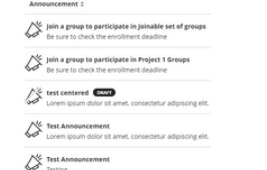
Once in the course, students will be able to navigate the course content.

Blackboard uses a combination of content blocks, folders, and integrated tools in a list view for students to navigate the course content.

While there are infinite ways to combine and structure content, these best practices are designed to create a standardized approach to how students view content, navigate material, and complete their course work.

# BLACKBOARD ULTRA: GETTING STARTED CHECKLIST

## Getting Started

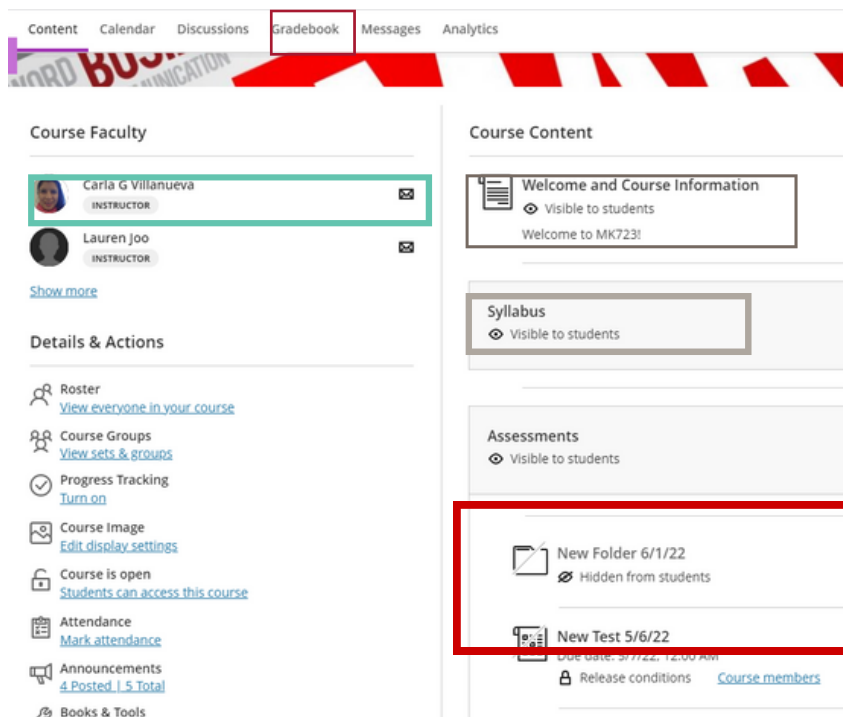
	<p><b>Update Instructor Info</b></p> <p>Select your name from the main page list on the left. Select the pencil to <a href="#">update profile fields</a>, <a href="#">change profile picture</a>, and <a href="#">manage notifications</a>.</p>
	<p><b>Add Welcome Message/ Course Information</b></p> <p>Hover between items in the location of where you would like your content to be posted. Click the (+) -&gt; create item-&gt; <a href="#">document</a></p>
	<p><b>Add Syllabus</b></p> <p>To <a href="#">add PDF file or media</a>, hover in the location you wish to post, select (+) -&gt; [^] Upload -&gt; select the file from your computer</p>
	<p><b>Add Course Content and Set Visibility</b></p> <p>Create (+) <a href="#">folders</a> to group and organize content. Manage your content by <a href="#">selecting the visibility</a> for folders and items. <a href="#">Batch edit</a> to manage larger changes. Drag and drop to <a href="#">move content or copy from other courses</a>.</p>
	<p><b>Make Course Available to Students</b></p> <p>Select the lock on the left menu to allow students to <a href="#">access the course</a> and view content.</p>
	<p><b>Send Announcement to Students</b></p> <p>Select "Announcements" on the left menu to send an announcement to the students that they will see in their email and when they enter the course.</p>

# BLACKBOARD ULTRA: COURSE SITE FEATURES

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**Blackboard Ultra Course Site Features** combine to provide a consistent student experience for accessing course content.

## Course Site- Features



**Instructor Information:** Update your account profile to include your picture. Students can access your contact info here. Send messages to individuals in the course

**Gradebook:** View student submissions and grade assignments. Assignments and third-party tools must be graded manually.

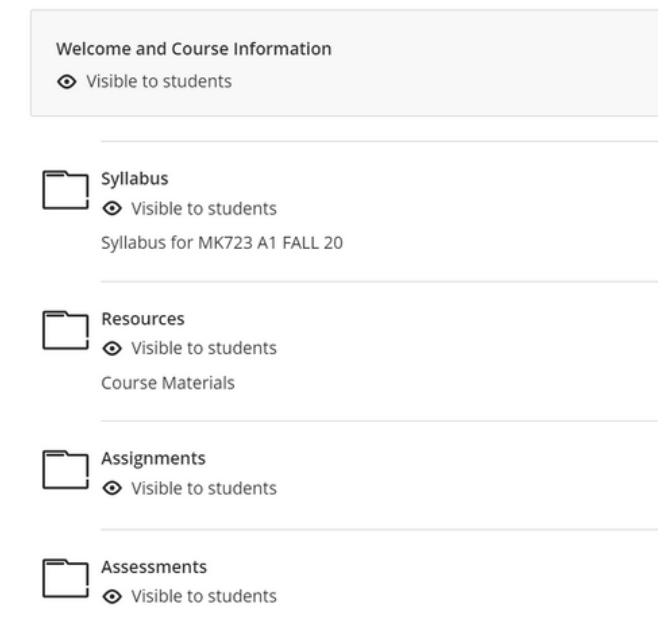
**Welcome/ Course Information:** Create a welcome message for your students and provide information about your course.

**Syllabus:** Use the syllabus template to create a pdf syllabus for your students

**Folders:** Organize your course content using folders. With only one layer of sub-folders, you can create and customize drop-down lists to organize and access content.

# BLACKBOARD ULTRA: COURSE SITE TEMPLATE

## Course Content

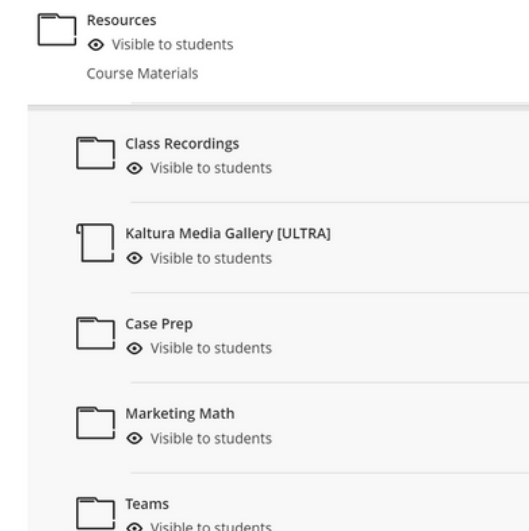


Each course site is created from a template. [Edit and manage content](#) to share learning material, links, files, media, and integrated learning tools.

Folders and Modules have been created to assist with organizing content.

- Welcome/ Course Overview
- Syllabus
- Resources
- Assignments
- Assessments
- Course Materials/ Class Slides
- Discussions/ Forum

Each folder can contain an accordion of content including files, knowledge checks, and learning tool integrations.



# BLACKBOARD ULTRA: WELCOME AND SYLLABUS

## Welcome/ Course Overview

Create (+) a [document](#) with content blocks and relevant course information. Share links, include images, attach files, and embed videos.

QST MK723 A1 FALL 20

### Course Information

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**MEETING TIMES AND LOCATION**


**Case Discussion**

Beacon: Tuesday and Thursday, 8:00-9:15 am, Questrom Room 404  
<https://questrom.zoom.us/j/94996822603?pwd=Z0t1MVU41SkjPa0RvMG9jeWFmZVFNdk09>  
 Password: **152575**

Congress: Tuesday and Thursday, 9:30-10:45 am, Questrom Room 404  
<https://questrom.zoom.us/j/96689831525?pwd=Wnh3dkRmbS9BekNVTDBERES2Vm1BZz09>  
 Password: **318213**

### Week 1 Overview

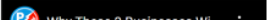
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Learning Objectives


- 1.
- 2.
- 3.

Watch




## Syllabus


[Upload the syllabus](#) as a downloadable PDF and/or viewed in the course site window.




**Syllabus**

 Visible to students


Syllabus for MK723 A1 FALL 20




**Week 1 Overview**

 Visible to students

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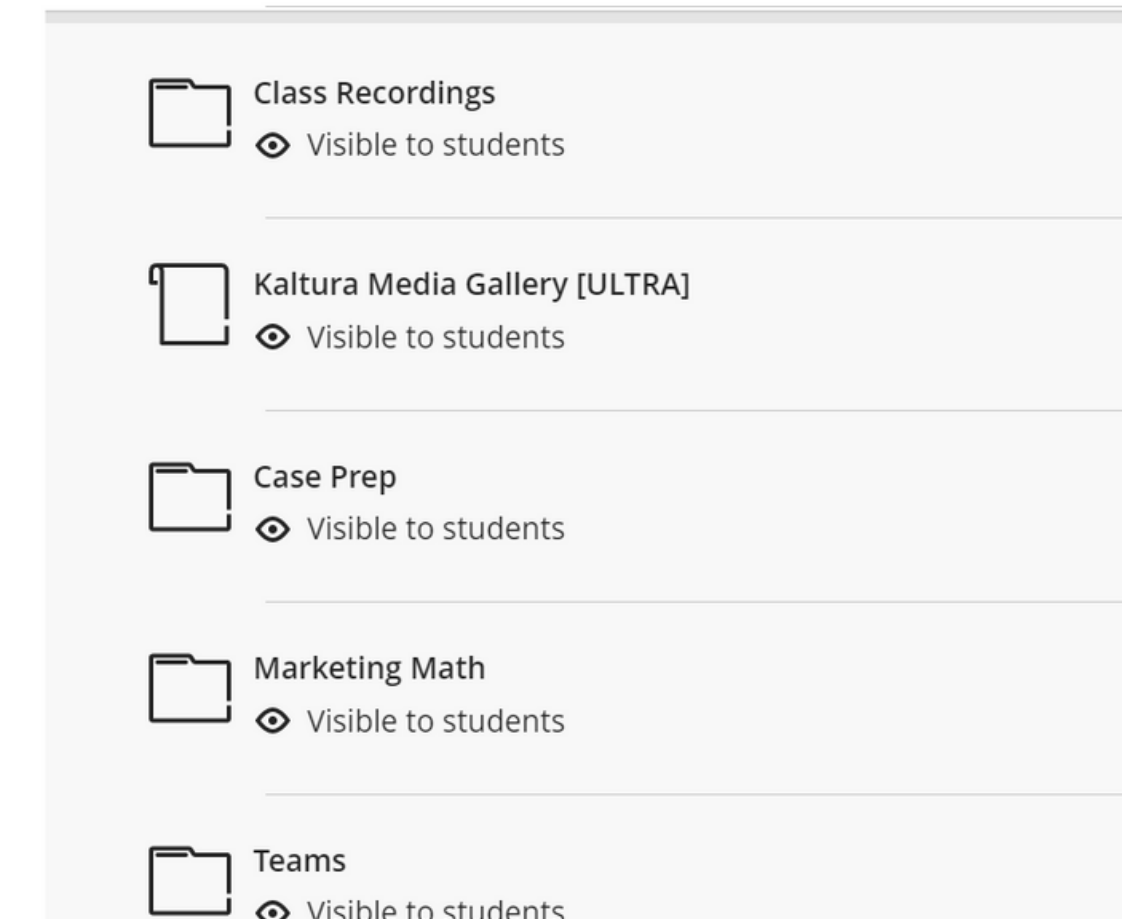
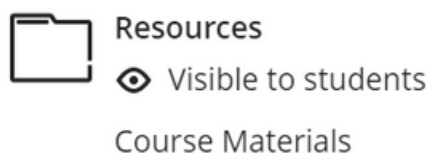
**Trudel\_Syllabus MK723 Fall 2020.pdf**

 Visible to students

# BLACKBOARD ULTRA: RESOURCES

## Resources

Create (+) [folders](#) to group, organize, and manage course content. Folder organization settings only allow for two levels of folders. Consider using additional tools available in the [Content Market](#) like Kaltura, links, and documents to share different types of content. Class recordings are captured in Echo 360 and can be shared through an integration tool.



# BLACKBOARD ULTRA: ASSIGNMENTS

## Assignments

[Create and Edit Assignments](#) that can be grouped into folders or managed in the modules.

- Hover where to select a location for the assignment and select "Create (+)" -> Assignments. [Manage settings](#) for due dates, points, and groups.
- Assignments due dates are added to the student calendar
- A [gradebook item](#) is created for the assignment

### VIEW: Assignments in Course Site Folders

Assignments  
Visible to students

Week 1  
Visible to students

Social Media Listening Assignment  
Due date: 3/8/21, 1:22 PM  
Conditional availability [Available based on date](#)

### VIEW: Assignments w/ Due Dates on Calendar

Calendar

Schedule Due Dates Mar 2021

Today - March 9, 2021

Wednesday - March 10, 2021

Knowledge Check Week 1  
Due date: 3/10/21, 12:00 AM · [20fallqstmk723\\_a1\\_test\\_QST MK723 A1 FALL 20](#)

What's happening in all of your courses and organizations this month?

### VIEW: Assignments in Gradebook

#### Gradebook

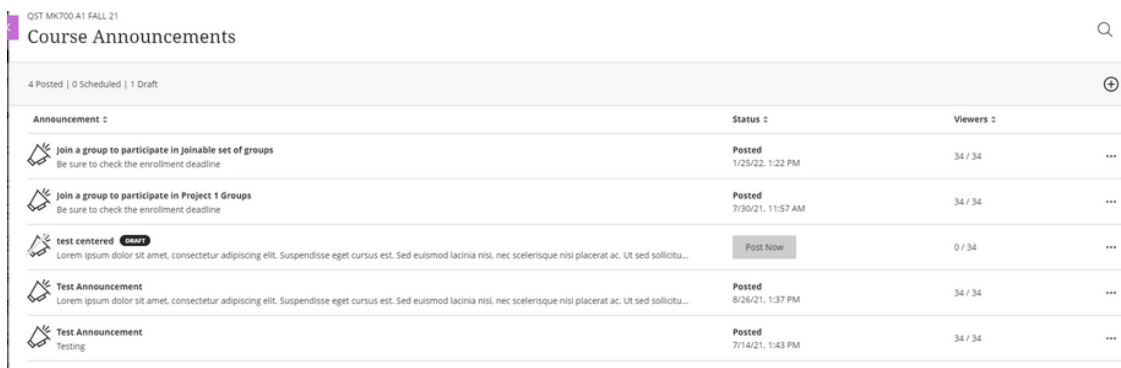
Gradable Items		Students
Item	Due Date	Status
Social Media Listening Assignment 1 missing   0 of 1 submitted	3/8/21, 1:22 PM	Complete
Quiz 1 1 missing   0 of 1 submitted	3/3/21, 12:00 AM	Complete
Knowledge Check Week 1 0 of 1 submitted	3/10/21, 12:00 AM	Nothing to grade



# BLACKBOARD ULTRA: ANNOUNCEMENTS AND MESSAGES

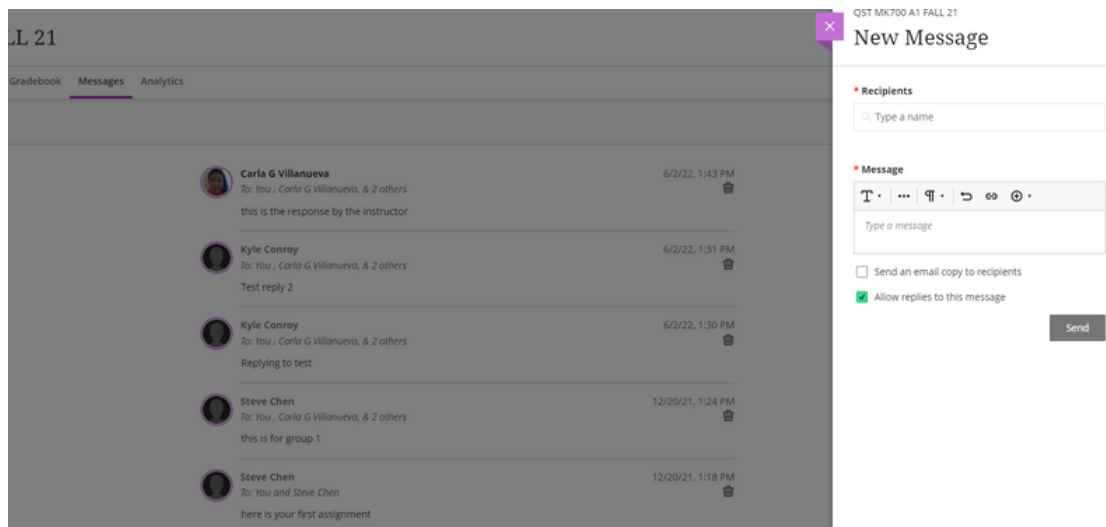
## Announcements

[Manage Announcements](#) as course-wide messages that go to email and pop up when a student enters the course site. Announcements can be scheduled. Announcements and Messages can be sent once the course is made visible.



## Messages

[Messages](#) appear in a feed under the message tab and can be initiated by clicking on the envelope. This feature is useful for individual and small group communication. Messages can be sent to individuals or groups of individuals in the course. Copies of messages can be sent to email. Replies can be disabled.



# BLACKBOARD ULTRA: ASSESSMENTS

## Assessments

[Create assessments](#) and [assign grades](#) using the Assessment/ Assignment feature or using tools like Examsoft and GradeScope.

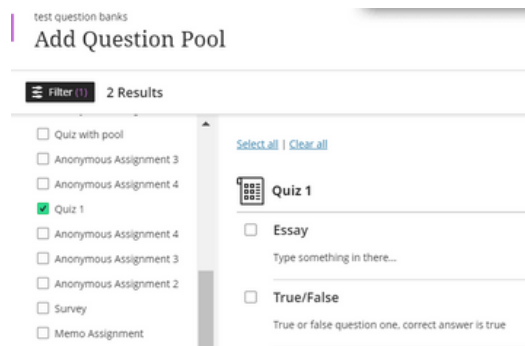
### [Automatic Grading/ Feedback:](#)

Multiple Choice, Fill in the Blank, and True/ False can be automatically graded. Feedback is released once grades are posted.



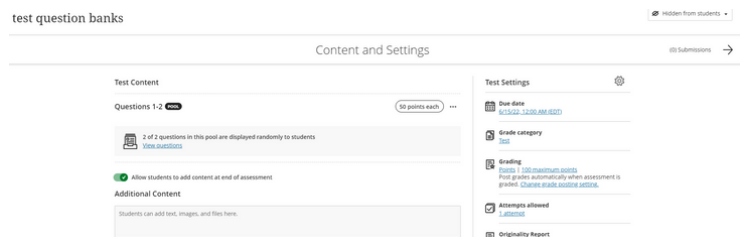
### [Question Pools:](#)

Create quizzes/ tests with questions that can be pulled and randomized in question pools



### **Submissions:**

[Upload:](#) Students can add files, respond to questions, add media, and typed responses in the assessment



[Submit Offline:](#) Create an assignment and select "Collect Offline" for submissions that are collected outside of Blackboard

Learning Tool Integrations (LTI's):

[Upload a CSV of the student grades](#) to add to gradebook

# BLACKBOARD ULTRA: ASSESSMENT SETTINGS

## Assessment Settings

The screenshot displays the Blackboard Ultra Assessment Settings interface. A red circle highlights the gear icon in the top left corner of the 'Assignment Settings' section. A red dotted line points from this icon to the 'Assignment Settings' tab in the main content area. The interface is divided into several sections:

- Assignment Settings (Left Sidebar):** Includes Due date (4/2/22, 12:00 AM (EDT)), Grade category (Assignment), Grading (Points | 100 maximum points), Attempts allowed (1 attempt), Assigned groups (3 groups), and Originality Report (Enable SafeAssign).
- Assignment Settings (Main Content, Top):** Shows 'Test Assignment 5' and 'Assignment Settings'.
- Details & Information (Main Content, Middle):** Includes Due date (4/2/22, 12:00 AM), Prohibit late submissions, Prohibit new attempts after due date, Allow class conversations, Display one question at a time, Randomize questions, Randomize answers, and Collect submissions offline.
- Grading & Submissions (Main Content, Right):** Includes Grade category (Assignment), Attempts allowed (1), Grade using (Points), Maximum points (100), Anonymous grading (Hide student names), and Evaluation options (2 graders per student, Peer review).
- Assessment Results (Right Sidebar):** Includes Submission View, Automated Question Feedback, Question Scores, and Correct Answers.
- Assessment Security (Right Sidebar):** Includes Access code (Add access code).
- Additional Tools (Right Sidebar):** Includes Use grading rubric (Add grading rubric), Goals & standards (Align with goals), Assigned groups (3 groups), and Originality Report.

**Assignment/ Assessment Settings:** Select the due date, category (for weighing), number of points, number of attempts (will affect grading and feedback), select groups, and enable originality reports.



Settings:

- Details and Information- Select due dates, select how the students move through the questions, and how the students submit their responses
- Grading and Submission- Determine point values, category, number of attempts, post settings, and anonymous grading
- Assessment Results- Manage feedback, student submissions, scoring, and assigned groups

# BLACKBOARD ULTRA: GRADEBOOK

## Gradebook

**Gradebook** will allow assignments to be graded by adding gradebook items automatically for assignments/ assessments or gradebook items can be created manually. Managing gradebook items, depending on the modality, can be graded automatically, manually, or updated through a CSV upload.

Gradebook items can also be weighted. Grading settings will determine how scores are released along with feedback.

**Managing Grades-** View student grades and manage assignments

Students	Overall Grade	Participation	Social Media Listen...	Attendance	Homework	Problem Set 1	Midterm Exam	Midterm Presentat...	Midterm Exam	Linked In Profiles	Anonymous assign...
	100 points	100 points	10 points	100 points	100 points	100 points	41 points	100 points	147 points	100 points	100 points
1 Student	47 items		11 Gra...   11 Post...	5 Graded   5 Posted		11 Gra...   11 Post...					4 Graded   4 Posted
qst kalt	F	0 Automatic zero	0 Automatic zero	Grade Now	Grade Now	0 Automatic zero	Grade Now		Grade Now	Grade Now	Grade Now

**Weighting Grades-** Select the overall grade settings to weight grades and use formulas for scores

### Overall Grade

**Weighted Grades**

Set the weight of items and categories to calculate the overall grade. [Hide Instructions](#)

- Unlink [🔗] to weight an item independently from its category.
- Lock [🔒] to keep weight changes applied to an item or category.
- Unlock [🔓] to let the system distribute weights automatically.
- Exclude [🚫] an item or category from the calculation for the overall grade.

Item	Weight	Lock	Unlink	Exclude
Social Media Listening Assignment	3 %	🔒	🔗	🚫
Social Media Listening Assignment	2 %	🔒	🔗	🚫
Turnitin Assignment	2 %	🔒	🔗	🚫

**Overall Grade Settings**

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

Select how the overall grade is displayed

Letter

Show to students

**Posting Grades-** Posting grades will notify the student and release any feedback to the student. Grading done in the gradebook versus the assignment/ assessment will create an override grade that will supersede a grade in the assignment.

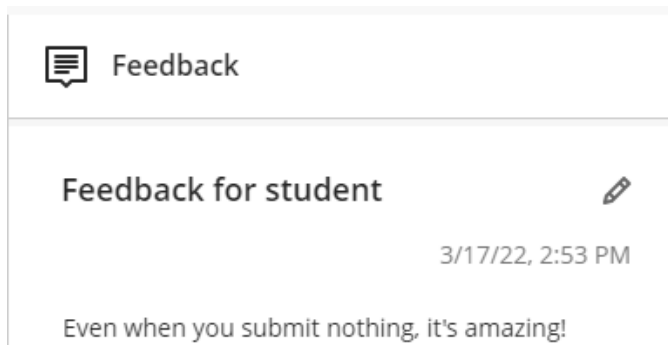
Kyle Conroy_PreviewUser Attempted on 3/17/22, 2:47 PM (late)	1 to post	100 / 100	Post
Kyle Conroy_PreviewUser Attempted on 3/17/22, 2:47 PM (late)	Complete	100 / 100	Posted
Steve Chen Attempted on 3/16/22, 1:08 PM	1 to post	85 / 100	Override

# BLACKBOARD ULTRA: FEEDBACK

## Feedback

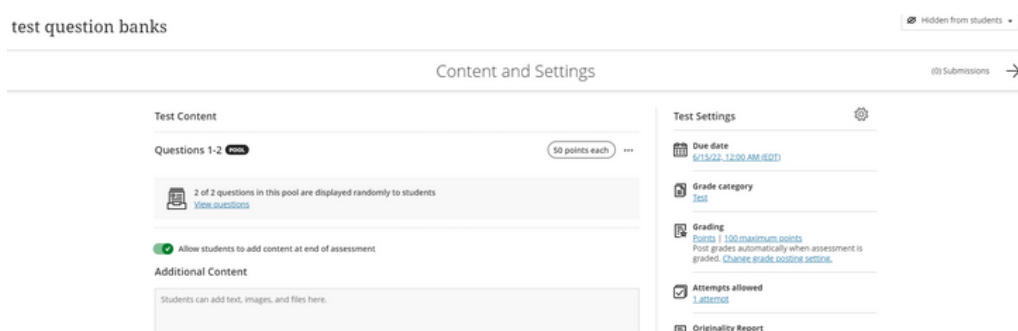
**Feedback** can be shared with students through graded assignments/assessments provided by the instructor or feedback can be given in an assessment.

### View: Feedback in Student Assignment



Settings can allow students to view their submission and receive feedback once the assessment is graded.

### View: [Feedback in Assessment](#)



# BLACKBOARD ULTRA: GROUPS

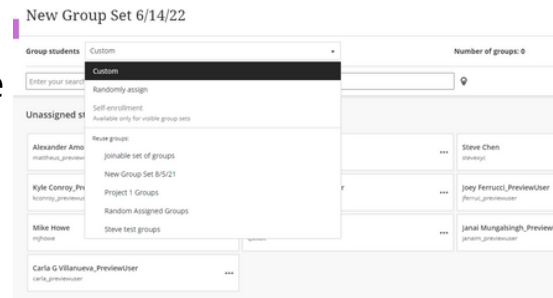
## Creating and Managing Groups

Create and manage groups  
Course Groups

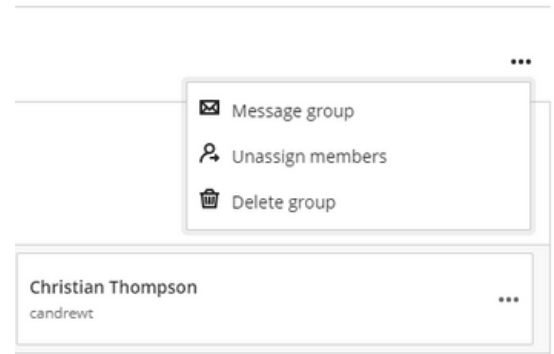
Group Set	Members
Joinable set of groups   3 Groups Visible to students	11/13
New Group Set 8/5/21   1 Group Visible to students	4/13

**Creating Groups:** Create groups using the feature on the left side of the course site.

- Custom Group- Instructor creates groups
- Randomly Assign- Select the desired number of groups or people per group
- Self Enroll- Students select their groups



**Messaging Groups:** Message and manage groups from the "Create Groups" Section and go to each group and select the three dots on the right to access the message group feature.



**Feedback and Grading:** Grades and feedback can be given to the group and individuals.

